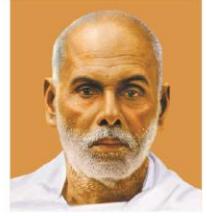


Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



STUDENT'S GRIEVANCE REDRESSAL COMMITTEE & GRIEVANCE AND APPEAL COMMITTEE



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/08/2022

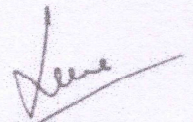
12-08-2022

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE

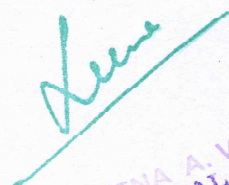
A Student Grievances Redressal Committee is hereby reconstituted to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeal and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances.

✧ Dr. Leena A V, Principal	Chairperson
✧ Ms. Mary Sonia George, HOD CE	Member
✧ Mr. Abhilash Krishnan T K	"
✧ Mr. Sunder V	"
✧ Mr. Rajath Manoharan, S5 CE	Special Invitee
✧ Ms. Aswathi P P, S5 EEE	"


PRINCIPAL

To

**Members of the committee.
Student notice board
HODs / AO
President/Secretary for kind information.**


**DR. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR**

Minutes of Students Grievance Redressal Committee 28-11-2023

Names of the members attending The Meeting

1. Dr. Leena. A.V.
2. Ms. B. Mary Sonia George
3. Mr. Abhilash Krishnan
4. Mr. Sunder. V.
5. Ms. Aswathi. P.P., ST. EEE
6. Mr. Rajath. Manoharan, ST. CE
7. Dr. Susan Abraham

1. The chair person briefed the students and faculty members and enquired about the grievance.
2. The students informed that a cleaning of the cooler is needed as it appears dirty in some places.
3. Principal said she will look into the matter.
4. Principal also informed that any grievance are reported only on asking. Hence a grievance box will be placed at a particular location from next semester onwards.
5. The Grievance box will be opened once in a month, and depending upon the need will be opened frequently. There is also an email in the website where grievance can be reported.

6. Principal also informed that as per Auditor's comments the action taken report will be written in this book itself

7. The meeting ended.

~~May 19~~
~~28/11/2022~~
~~28/11/22~~

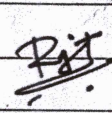
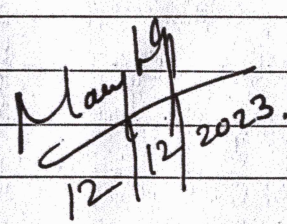
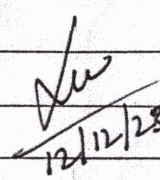
28/11/22

Leena

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

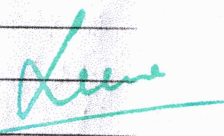
Action Taken Report.

1. The coolers were cleaned in all the floors.
2. It has been decided to keep coolers in each floor.
3. The Grievance boxes were placed in the Academic block and Department blocks. One Grievance box was specifically used for She-Grievances and will be headed over to women's cell.
4. The Boxes will be functional from next semester.

Mary Sonia George
 Member.

Principal


Dr. LEENA A V
 PRINCIPAL
 SREE NARAYANA GURU COLLEGE OF
 ENGINEERING & TECHNOLOGY
 PAYYANUR, KANNUR

Minutes of Student Grievance Redressal Cell

8-6-2023

Names of the members attending the Meeting

1. Dr. Leena. A. V., Principal ~~May H~~
2. Ms. Mary Sonia George, HOD CE ~~Abhishek~~
3. Mr. Abhilash Krishnan, T.K., HOD EEE ~~Srinivas~~
4. Mr. Sundee. V., HOD CSE ~~SS CE~~
5. Mr. Rajath Manoharan, ~~SS CE~~
6. Ms. Aswathi P. P., SB EEE ~~SS~~

1. The chair person briefed the students and enquired for any grievance.

2. The students reported that the buses are starting very early from Kannur and Karghaya and hence people are unable to reach the bus stops in time.

3. Principal said she will look into the matter.

4. The meeting concluded.

~~May H~~
8/6/2023

May Sonia George
Member.

~~SS~~
SS

Principal

~~Leena~~

Dr. LEENA A V
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Minutes of Student Grievance Redressal Committee

19-11-2022

Names of the members attending the Meeting

1. Dr. Leena. A. V.
2. Mrs. B. Mary Sonia George
3. Mr. Abhilash Krishnan. T. K.
4. Mr. Sunder. V.
5. Mr. Rajath Manoharan, SSEE
6. Ms. Aswathi. P. P, SSEE

Leena
Mary
Abhilash
Sunder
Rajath
Aswathi

Discussion:

1. The Chair person briefed the students and enquired for any Grievance.
2. The students reported that there is a change in the timing of the bus, which they are getting used to. They require a week's time to get adjusted to the new timing.
3. The students also enquired about the Activity Points Updation. The students are unable to see their activity points in the login.
4. Mr. Sunder said that right now activity points of 57 is currently visible. After submission of 55 activity points it will be visible in their login.

5. The meeting concluded.

Leena
Principal

Mary
19/11/2022
Mary Sonia George B Monda

Dr. LEENA A V
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Minutes of Student Grievance Redressal Committee 15-9-2022

Name of the members attending the Meeting

1. Dr. Leena. A. V.
2. Ms. Mary Sonia George B.
3. Mr. Abhilash Krishnan. T.K.
4. Mr. Sunder. V.
5. Mr. Rajath Manoharan, SSG
6. Ms. Aswathi. P.P, SSEE

Dr.
May 14
Abhilash
Sunder
Rajath
Aswathi

Discussion

1. The Chair person briefed and gave a warm welcome to the members.
2. She instructed the students the need of such a committee.
3. The students can address any grievances if in the committee.
4. Since the students only got the idea of grievance committee they informed that will enquire with other students and will tell in the next meeting.
5. The meeting concluded.

May 14
15/9/2022

Mary Sonia George B
Member

Dr.
15/9/22
Principal

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/AC/12/2022

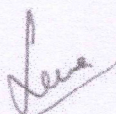
12-08-2022

OFFICE ORDER

GRIEVANCE AND APPEAL COMMITTEE

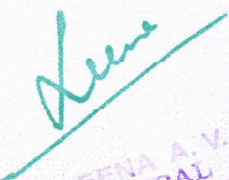
A Grievances and Appeal Committee is hereby reconstituted for the college to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeals and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances and their appeals.

✧ Dr. Susan Abraham, Dean UG & PG	Chairperson
✧ Mr. Rahul A M, AP ME	Member
✧ Mr. Manu C, AP EEE	"
✧ Ms. Saritha Sasindran, AP CE	Convenor


PRINCIPAL

To

**Members of the committee.
HODs / AO
President/Secretary for kind information.**


**DR. LEENA A.V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR**

date: 26-04-2019

place: SNHLET,
PAYYANUR.

Minutes of the Grievance and Appeal Committee Meeting held on 26-04-2019.

As per the circular dated 25-04-2019 a meeting is arranged at HSS Dept

Members Present:

Prof: Bhanumathi Arumachalam : Chairman.

Leena
26/4/19

Prof: Abhilash Krishnan T.K : convenor

Abhilash
26-4-19

Prof: Chandrajith E : member

Chandrajith
26/4/19

Prof: Amitha IC : Member

Amitha
26/4

Mr. Akshay M. Nambial : Student
(SNCISEE002)

Akshay
26/4

The chairman welcomed all the members and discussed about the importance of Grievance and Appeal Committee

Mr. Akshay M. Nambial (SNCISEE002) who Reported online grievance on 24-04-2019 about the functioning of the Canteen had detailed the grievance in Front of the committee

Committee informed this issue to the AO & Principal

Leena
26/4/19

Signature of chairman.

Leena

Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Action Taken Report

Date of Grievance Report: 24-4-2019

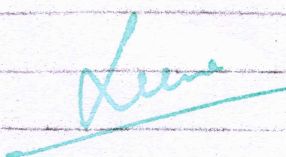
Reported : Mr. Akshay McNambial

Nature of Grievance : Canteen functionality

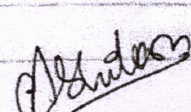
Action taken :

1. Grievance was discussed during the committee meeting. Committee suggested a thorough investigation on canteens functionality to implement corrective actions to improve canteen operations such as

1. Implement strict Quality Control Measures to ensure that food items served in the canteen meet hygiene and safety standards, Regular inspection of food preparation areas and equipment should be conducted
2. Review the current Menu offerings to ensure they meet the diverse preferences and dietary needs of students and staff.
3. present canteen staff were called and informed about the grievance. feedback received from the students and staff were addressed in front of them to improve the canteen functionality
4. canteen staff Agreed and pledged to improve the quality and hygiene of food.


Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR


Convener

Abhilash Krishnan T-B

date: 12-10-2020
place: SNH CET
payyanur.

Minutes of the Grievance and Appeal Committee meeting held on 12-10-2020

AS per the Circular dated 9/10/2020 a meeting is Arranged
at HES department
Members Present

Dr. Somashekar K K

Chairman

Prof. Chandragith E AP/ME

member

Prof. Sujith D HOD/CSE

member

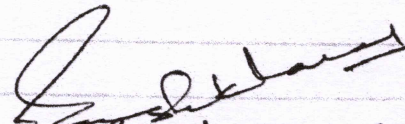
Prof. Abhilash Krishnam T.K AP/EE

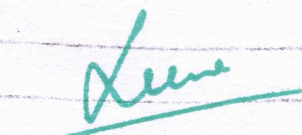
convenor

The chairman welcomed all the Members and discussed about the importance of Grievance and Appeal Committee

There was no grievance Reported as on date

The next meeting was scheduled for March 2nd week.


Signature of chairman.


Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Minutes of the Grievance and Appeal Committee held on 16.6.2022

Members Present

Prof. Unnikrishnan O HOD Phy. Edu
 Mrs. Sangeetha M, APCE
 Mr. Abhilash Krishnan TK
 Mrs. Subitha MB
 Mr. Rajath Manoharan

Chairman [Signature]
 Convenor [Signature]
 Member [Signature]
 Member [Signature]
 Special Invitee
 (Student Representative)

The chairman welcomed all the members and discussed about the importance of Grievance and Appeal Committee.

The chairman enquired if any grievance was reported to the student invitee, convenor and members.

The convenor briefed that no grievance was reported.

Chairman concluded the meeting and it was decided that the next meeting would be scheduled if any grievance or appeal was forwarded.

Leena

Dr. LEENA A. V.
 PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
 ENGINEERING & TECHNOLOGY, PAYANUR
 KANNUR

[Signature]
 16/6/22

Minutes of the Grievance and Appeal Committee
held on 15/9/22

Members Present

Dr. Susan Abraham Dean UG & PG Studies *Susan Abraham*
 Mrs. Saritha Sasindran (CR-Department AP) *Saritha*
 Mr. Manu CEEE - Department, AP *Manu*
 Mr. Rahul AM (M-E Department, AP) *Rahul*

The chairman welcomed the members and discussed the importance of Grievance and Appeal Committee.

Chairman enquired with the members whether any grievance was forwarded or reported.

The Convenor informed that no Grievance was reported till date.

Chairman concluded the meeting and informed that the next meeting would be convened if any grievance/appeal was forwarded to the committee.

Leena

Susan Abraham
 Dr. Susan Abraham
 Chairperson

Minutes of the Grievance and Appeal Committee meeting held on 13/02/2023

Members present:

Dr. Susan Abraham, Dean UG and PG

Mr. Rahul AM AP MB

Mr. Mamm. C AP EEE

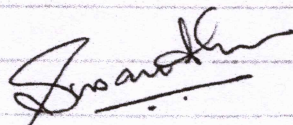
Absent

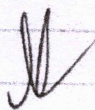
Ms. Saritha Sasindran APCE.

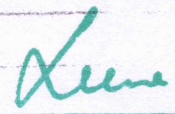
The Chairman welcomed all the members of the committee and enquired whether any grievance was forwarded or reported.

The convener informed that no grievance was reported till date.

Chairman concluded the meeting and informed that the next meeting would be convened if any grievance/appeal was forwarded to the committee.


Dr. Susan Abraham
Chairperson.




Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR